

HAMPTON PLANNING BOARD

MINUTES

September 18, 2019 – 7:00 p.m.

PRESENT: Tracy Emerick, Chair
Ann Carnaby, Vice Chair
Alex Loiseau, Clerk
Mark Olson
Fran McMahon
Keith Lessard
James Waddell, Selectman Member
Jason Bachand, Town Planner
Laurie Olivier, Office Manager/Planning

ABSENT:

I. CALL TO ORDER

Chairman Emerick commenced the meeting at 7:00 p.m. by leading the Pledge of Allegiance and introducing the Planning Board members. Everyone at the table who is a part of the Master Plan Subcommittee also introduced themselves: Tom McGuirk, Barbara Kravitz, Brian Warburton, Rick Griffin and Anthony Ciolfi.

Mr. Emerick noted that in the future, we will address the Master Plan items before applications for the second meetings of the month.

II. ATTENDING TO BE HEARD

Change of Use – 28E Depot Square: Retail to Spa/Boutique

Ms. Kayla Bean appeared. She already has an established business in Town. She is in the Depot Square Plaza. She is growing her business and needs a larger space.

She runs a spa, skin care services, facials, and eyelash extensions. She is open Monday through Saturday; times change throughout the days depending on services needed.

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Mr. Lessard is happy her business is successful.

MOTION by Mr. McMahon to grant the change of use.

SECOND by Mr. Lessard.

VOTE: 7 – 0 – 0

MOTION PASSED.

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Change of Use – 12 Park Avenue: Dental Office to Office Space & Laboratory

Mr. Josh Blase appeared. He is with a French diagnostic company. They are looking to start production in the US.

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Mr. Olson asked about the livestock. Mr. Blase said they just do diagnostic testing; no livestock on site. They are USDA certified – testing for farmers.

Mr. Lessard asked how it is regulated. How is the community protected was asked. Diseases can't be transferred to humans per Mr. Blase. They only do livestock. They are heavily regulated by the USDA. Nothing will escape into the air. Mr. Blase said nothing is contagious. No activated viruses will be on site. Mr. Lessard asked about waste. Mr. Blase said they are regulated by the USDA. Everything has to be appropriately disposed of. A service will dispose of all waste per Mr. Blase.

Mr. McMahon asked if the building is being renovated. They will comply with laboratory standards. What is going into our treatment plant was asked. Nothing contaminating will go into the drains per Mr. Blase. The process is not noisy as well.

MOVED by Mr. Lessard to grant the Change of Use.

SECOND by Mr. Waddell.

VOTE: 7 – 0 – 0

MOTION PASSED.

Mr. Emerick asked if anyone would mind if we dealt with the Exeter Road application next. There is an issue on parking spaces only. Everyone was in favor. This is a continued public hearing, noted below:

19-051 343, 363 & 379 Exeter Road (continued from 9/4/19)

Map: 51 Lot: 3, 4 & 6

Applicant: Misneach, LLC

Owner of Record: Same

Site Plan (Amended) & Wetlands Permit: Driveway expansion for truck access around existing building and create access to overhead door at the southwest portion of the building.

****Note: Wetlands Permit was conditionally approved on 9/4/19.***

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Robert Baskerville, Bedford Design Consultants appeared. The owner is not present tonight; first child was born. There are no changes to the building. The site plan is for truck turns. Parking was an issue at the last meeting. Existing and proposed was not shown. There is no striping out there now. There are 20 spaces. There used to be a car repair facility at this location. That will now be buttoned up. They will insulate and weather proof it so they can put five spaces in now.

They have enough spaces for employees; there are 31 spaces for 17 employees.

The dumpster location was shown. The dumpster is for normal office trash.

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Mr. Bachand recommends approval with his conditions in his Memorandum dated September 18, 2019, as revised.

Mr. Olson said there should not be trash near the employee entrance. They should be able to come up with a decent location for the dumpster.

Mr. McMahon talked about cutting vegetation. That should be on an ongoing basis (as needed). Mr. Baskerville talked to Jennifer Hale (DPW); he wants it clear that it remains clear, as needed.

MOTION by Mr. Lessard to grant the amended site plan with the conditions in Mr. Bachand's Memorandum dated September 18th as revised. **The dumpster is to be reviewed and approved by the Town Planner.**

SECOND by Mr. Olson.

VOTE: 7 – 0 - 0.

MOTION PASSED.

Master Plan Session #4

1. Public Comment (relating to Master Plan)

Mr. Charles Preston appeared. He thinks the Master Plan will be a hit. He said that he has been watching and the conversations and the project appear classy, and he hopes it is successful.

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2. Overview of Draft RFP for Vision and Coastal Elements

Ms. Nathalie Morison from NHDES, appeared. She noted \$45,000 in federal funding is being proposed for the two chapters. They can run through the RFP this evening. **Wednesday, October 2nd would be the deadline when comments should be provided to Mr. Bachand.** Mr. Emerick thought it was quite thorough. Mr. Warburton and Mr. Waddell thought it was very thorough.

Mr. Ciolfi asked about the Vision and Coastal Management Elements. Mr. Bachand said a grant project was approved about a year ago. We were awarded the Coastal portion of the Master Plan. We can also incorporate the Vision Chapter into this grant. We will be working on separate RFP for the rest of the Master Plan.

Ms. Kravitz asked about the timing. Ms. Morison said it was vague; she is open to feedback. She likes to be flexible – main deadline is grant driven. **March 31, 2021 is the final deadline for both Chapters. End of October is when she wants to release the RFP.** This gives about a month to leave solicitation open. Wednesday, November 27th – couple of weeks to review and make selection by the December Master Plan session meeting. It's about 6 weeks to interview. Early February for Governor and Council. **She can send us a bulleted list.**

Mr. Emerick said our job now is to make comments. Submit them to Mr. Bachand. The 2nd of October is the deadline. **Two biggest questions is who is responsible for overseeing the elements. This group or establish another sublet of the sub-committees.** Ms. Morison and Mr. Bachand should be at the table, but does the whole Master Plan Subcommittee have to be there was asked. **It should be spelled out in the RFP.** Something to think about. Mr. McMahon thinks a smaller group on the selection makes sense. Mr. Lessard thinks this group for the first pass. Mr. Lessard thinks a subset of who is present tonight should attend.

Ms. Morison said we don't need to decide tonight.

Ms. Morison said to supply comments by October 2nd.

3. Information from 2013 Vision Subcommittee (follow-up) (skipped—not addressed)

4. Preliminary Survey (for discussion, final review, and approval)

Ms. Carnaby did an outstanding job at the preliminary survey to review questions and comments and now has an on-line draft of the on-line questionnaire.

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Ms. Carnaby said we are making use of this survey software because of our membership at the RPC. The RPC purchased this software. They did this for the Cable Committee also. She wants the public to know that it is our membership that gives us access to this software.

The survey does a lot. Each section has a comment box. It can be turned on or off for certain questions. The responder can turn the box off as well. There's a map with a circle. People can leave their name; or not. You can see other people's answers. It does all the compiling electronically.

One can change the size and color, but only there is only one font in the whole document. You can't print the on-line survey. **She is looking for input between now and Friday night. She is getting it back to RPC by Monday.** Everyone has the URL to look at the survey; it's live, but it is a draft.

There are three questions about the future.

The questionnaire was read aloud and presented to the public. Mr. Emerick asked if non-resident property owners and business owners will be eligible. It was stated 'yes'. Mr. Warburton said it's important for feedback. Mr. McGuirk wants it getting out to the public; we need funding and votes. **Are you a voter or non-voter question could be added per Mr. McGuirk.** Non-voters may be all for it, but it won't help in passing warrant articles.

We'll key responses to voter/non-voter pertaining to warrant article. **Are you a Registered voter could be added.**

Mr. Griffin recused himself; will watch the remainder on TV.

Ms. Carnaby will find out how many times one may take the survey.

Mr. McGuirk likes what Ms. Carnaby did. It's getting us toward that goal. Hitting hard that we are doing this for the creation of a new Master Plan is what this is all about.

Ms. Carnaby welcomes comments. Categories are old chapters of standard scope of master planning.

This link can be added to other websites; Superintendent of Schools – they have extensive mailing list. PTA can spread this out. This program will remember all the social media places this survey went out to.

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It's important for people to know that their privacy is being protected. Mr. Warburton said this is on the Budget Committee Agenda under 'Other Business' from here on out.

We will get a copy of this for people who cannot go on-line. Ms. Carnaby has to build a paper copy and we can print them out.

5. Next Steps / Anticipated Tasks through the end of 2019

Next steps are get comments to Ms. Carnaby by Friday. This can be live next week.

Paper copies will be able to be left at different places. Ms. Kravitz asked where will it be distributed. How are we going to pick up on it to get the point across was asked. **We need a marketing plan per Ms. Kravitz. Neighborhoods. Mr. Emerick may get business cards with explanation and URL – so people can fill them out. Rotary could get the cards. Ms. Kravitz said she wants a list of where will people go.** She noted people should go in pairs.

Ms. Carnaby said to get a list from everybody what meetings they go to. Find the gaps and assign people.

Mr. Bachand said a group did an Open House. We could get a room for a couple of hours. Get publicity. Ms. Kravitz said this needs to be written down; get the Open House around time. She asked everyone to let Mr. Bachand know clubs, groups, etc. that we can hit. Mr. Ciolfi will go to Surf Shops. The library may have board meetings. **Mr. Emerick will ask Max at newspaper (or someone else) to get this in the Seacoast newspapers.**

Ms. Carnaby said we will get a new URL. It will be on the Town of Hampton website. A link on the Town website may be provided.

Mr. Bachand discussed the October 16th meeting. The final approval for RFP and other Tasks. (Available at the Planning Office). **Mr. Bachand hopes to have first draft language by the 16th of October for the Warrant Article for overall plan.**

Ms. Kravitz wants the RSA relating to Master Plans to be printed out.

Ms. Kravitz said we should ask Seacoast on line to do an article in the newspaper. Mr. Bachand could draft the write up/article.

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III. CONTINUED PUBLIC HEARINGS

19-051 343, 363 & 379 Exeter Road (continued from 9/4/19)~heard above.

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IV. NEW PUBLIC HEARINGS

V. CONSIDERATION OF MINUTES of September 4, 2019

MOTION by Mr. Lessard to accept and approve the Minutes.

SECOND by Mr. McMahon.

VOTE: 6 – 0 – 1 (Olson)

MOTION PASSED.

VI. CORRESPONDENCE

• **Memo Identifying Future Challenges for the Department of Public Works**

Mr. Bachand said the Town Manager asked him to provide the hand out to the Board.

VII. OTHER BUSINESS

• **Conservation Commission – Draft Proposed Zoning Articles for 2020**

Ms. Rayann Dionne and Mr. Jay Diener appeared. There are five draft Warrant Articles. The Town Wetland Permit application may be changed. Flood IQ report was discussed. It is a web-based application created by a non-profit. The intent is to deal with flood risk. Applicants can go on, take a look at it when looking at their project design.

Mr. Emerick asked for electronic versions to be emailed—noted the email address needs to be given on application.

Mr. Olson asked if the request is mandatory or optional.

Mr. Lessard asked how we deal with people who think this is fake science. He would like them to add: “for informational purposes”.

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Mr. Olson said owners should do what they want to do with their property; it's good to give information, but it shouldn't be required. Should this really be a part of the application process was asked.

Mr. Emerick said maybe not make it a check box. Give it to residents as an option. Mr. Olson said the Conservation Commission can plug it in to see what Flood IQ gives.

Conservation Warrant Articles are available at the Planning Office. The first one deals with HOTL.

The second one is 2.3.2 – Definitions. Adding mitigation. (available at the Planning or Conservation office).

2.3.3 – Permitted Uses. Definition of Impervious Surfaces. (available as noted above)

2.3.4.C – Use Restrictions. The Board asked about 'legally approved'. Mr. Lessard said to look at tax cards.

2.3.3 Permitted Uses. What can be done in tidal wetlands; inland wetlands. They want to combine some of it. Cut it down from maybe 5 pages to 3 pages.

- **Planning Board – Draft Proposed Zoning Articles for 2020**

Mr. Jason Bachand discussed draft Warrant Articles. They are available at the Planning Office.

As with the Town Center District – Currently, there is a change of use for all changes of building occupancy. We aren't sure why we did this for the North and South. This Article eliminates needing a change of use for North and South for simple changes of building occupancy (i.e. retail to retail). A change of use will still be needed in these instances for the Town Center-Historic.

Mr. Emerick said it makes sense to him.

The second one involves Section 4.1.1 including Footnote 20. Where public sewer is not available. It would be based on minimum lot area per dwelling unit. Mr. Lessard thinks it should be based on restrooms (or bedrooms) because bedrooms means humans.

Mr. Bachand stated Mr. Schultz (Bldg) had reservations about it. Mr. Emerick said if it's not a problem, there's no reason to address it. **Table it.**

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Mr. Bachand discussed Section 4.4 – including Footnotes 27A and 32. No casting of shadows. BS1 is the only zone that includes it now. This would add the BS zone. For unoccupied architectural appurtenances, require 60' for BS – that is 10 feet more than the maximum height allowed in the zone. This should not be 80' in the BS zone. Mr. Bachand discussed Footnote 32 - casting of shadows. Mr. Bachand stated the height to require a shadow study should be 50'; not 35' as was initially written.

We will proceed with that one.

The next involves the RB Zone for driveway purposes. The minimum requirement is often not met there. If setback is 10' on both sides; it is difficult to fit reasonable driveways. This was brought up by a Zoning Board member. They can be allowed 10' on one side and 12' on the other. In RCS it is currently 7' and 12' for this reason. Mr. Schultz (Bldg) supported this.

Mr. Bachand discussed the Sign Ordinance – Section 5.4. This involves vehicles, trailers or equipment with a commercial message. We wrestled with this one, and there are a couple of alternatives to consider. Mr. Schultz (Bldg) does not support this. Mr. Emerick said we don't have a chance on this one.

Ms. Carnaby wants tall and dense foliage to hide these signs. Mr. Lessard asked how it would be enforced.

Mr. Emerick does not think this is going anywhere. How many days can someone park in the same place. Mr. Olson said some may be used as lawn ornaments.

Mr. Bachand discussed density. We can deal with that through our Site Plan and Subdivision Regulations. He has not forgotten.

VIII. ADJOURNMENT

MOTION by Mr. McMahon to adjourn.

SECOND by Ms. Carnaby.

VOTE: 7 – 0 – 0

MOTION PASSED.

MEETING ADJOURNED: 9:14 p.m.

Respectfully submitted,

Laurie Olivier, Office Manager/Planning

****PLEASE NOTE****

ITEMS NOT CALLED OR IN PROGRESS BY 10:00 P.M.

MAY BE CONTINUED TO THE NEXT SCHEDULED MEETING